

TITLE: Facilities Maintenance Coordinator

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DEPARTMENT: Finance & Management ServicesREPORTS TO: Facilities & Fleet ManagerSUPERVISES: Provides lead direction to Facilities Maintenance TechniciansDEFINITION:

Plans, organizes, inspects, coordinates and oversees the installation, maintenance and repairs of Gresham buildings, facilities and grounds. Performs maintenance and repair work at the advanced skill level. Acts as project coordinator for improvements of City facilities.

DISTINGUISHING CHARACTERISTICS

The Facilities Maintenance Coordinator classification is distinguished from the Facilities Maintenance Technician classification by responsibility for coordinating and scheduling the work of the Facilities Maintenance section, performing more complex duties, project coordination of larger facility improvement and new facility projects and ongoing leadworker responsibility of Facilities Maintenance Technicians including monitoring performance and directing work.

ESSENTIAL JOB FUNCTIONS-- (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Plans, prioritizes, assigns and oversees the work of Facilities Maintenance section. Reviews and distributes daily work assignments. Coordinates work orders, emergency requests and scheduled work within available resources. Monitors work in progress.

Obtains, oversees and monitors the work of contractors and other City employees engaged in installation, maintenance and repair activities.

Trains and coaches Facilities Maintenance Technicians. Explains work activities and procedures. Participates in the evaluation and selection of employees.

Develops short and long range work projects for assigned area of responsibility; coordinates work with other city departments and personnel. Recommends and implements goals, standards and strategies for assigned activities.

Prepares and monitors assigned operating budget; oversees the procurement and inventory of equipment and supplies.

Prepares specifications and reviews bids for outside services and contractors. Monitors contract performance and works closely with outside vendors and contractors to ensure work is completed according to specifications.

Acts as project coordinator on complex, large scale repair and remodel projects and new facility construction projects.

Responds to inquiries and complaints from the public and City employees regarding the daily operation and construction, maintenance or repair functions.

Assures public safety and safe working conditions through inspections and training programs, assures work is being carried out in a safe manner according to proper methods, procedures and state regulations.

Maintains building security. Responds to security alarms and building emergencies on a 24-hour basis.

Assists technicians with complex repairs. Performs Facilities Maintenance Technician duties as required including plumbing maintenance & repair, electrical work, HVAC system repair, maintenance and troubleshooting.

Utilizes and improves section record keeping procedures for maintenance of inventories, equipment maintenance schedules, policies, procedures manuals, repair records and time schedules.

Uses a variety of hand and power-operated tools and equipment such as saws and drills to repair doors, locks, windows, furniture, partitions, and other building fixtures.

Assists with implementing safety and security activities for city buildings including installation of signage, locks, and appropriate security monitoring equipment.

OTHER JOB FUNCTIONS

Operates light and medium duty trucks in picking up and delivering materials and supplies to various City office locations.

Performs other related duties as assigned.

WORKING CONDITIONS:

Work is primarily performed in City buildings. Work may occasionally be performed outside in varying weather conditions. Employees risk physical hazard from power tools and cleaning solvents. May be required to lift heavy equipment and materials in excess of 50 lbs. May be required to work at heights in excess of 20 feet.

QUALIFICATIONS:

Knowledge of:

- Advanced methods, techniques, materials and equipment related to all aspects of building operations and maintenance.
- Maintenance and repair methods and procedures for computerized HVAC, plumbing, and electrical, security systems and equipment.
- Construction methods and materials.
- Principles and procedures of financial record keeping.
- Safety standards, practices and procedures relating to equipment operation, heavy labor, and power tools and equipment.
- Personnel supervision and evaluation.
- Project management methods and processes.

- Software programs relating to building power management & processes to improve efficiencies.

Ability to:

- Coordinate a comprehensive building and ground maintenance program.
- Assist in preparing and administering a budget.
- Develop and implement preventive maintenance programs.
- Diagnose and analyze mechanical, hydraulic, pneumatic and electrical problems and to expedite repairs.
- Train and oversee facilities maintenance personnel.
- Operate assigned equipment and power tools.
- Read and understand schematics, drawings and blueprints.
- Perform heavy manual work under confined and uncomfortable conditions.
- Recognize differences in color to assure safety requirements in electrical wire repairs.
- Communicate effectively and courteously with city employees, contractors, and the general public.
- Understand and follow oral and written instructions.
- Operate a personal computer and learn basic city computer applications.
- Respond to emergencies on a 24 hour basis when on call.
- Physical ability to perform the essential functions of the job.

Education and Experience -- Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be:

Trade or technical coursework and five years of buildings and grounds maintenance experience including significant supervisory or lead work experience. (Journey-level experience in carpentry, plumbing, or electrical desirable, HVAC).

Licenses, Certificates, and Other Requirements

Valid driver's license.

Building Operator Certification (Level 2) desired.

CPR and First Aid Certification desired.

Limited Maintenance Electrician License (LME) required.